

US EPA ARCHIVE DOCUMENT

## Printable Checklist

- ☐ **Articulate general goals**
- ☐ **Understand relevant context**
  - **Conduct research**
  - **Gather input from stakeholders**
- ☐ **Set specific goals**
  - **Be organized**
  - **Be both ambitious and reasonable**
  - **Be concrete**
- ☐ **Brainstorm actions**
  - **See Take Action phase**
  - **Reach out to stakeholders**
- ☐ **Evaluate actions**
  - **Qualitative screen**
  - **Detailed evaluation**
- ☐ **Select actions**
  - **Document Decisions**